

NOTICE

Effective October 1, 2003, all filings in all civil and criminal cases which were commenced on or after January 1, 2003 will be made electronically on the Electronic Case Files (ECF) system, which allows counsel to file and retrieve documents from any location over the Internet. ECF provides 24-hour desktop access to case files and immediate e-mail notification of case activity.

In anticipation of the electronic availability of case file information, Congress has enacted the E-Government Act of 2002 and the United States Judicial Conference has adopted a privacy policy concerning Electronic Case Files. The Judicial Conference policy requires that unless otherwise ordered by the Court, the filing attorney shall modify certain personal data identifiers in pleadings and other papers as follows:

- (1) Minors' names: Use of the minors; initials only;
- (2) Social security numbers: Use of the last four numbers only;
- (3) Dates of birth: Use of the year of birth only;
- (4) Financial account numbers: Identify the type of account and the financial institution, but use only the last four numbers of the account number.

The E-Government Act provides that a party wishing to file a document containing the personal data identifiers specified above may file an unredacted document under seal. This document shall be retained by the court as part of the record.

In addition, counsel should exercise caution when filing documents that contain the following:

- (1) Personal identifying numbers, such as driver's license number;
- (2) Medical records, treatment and diagnosis;
- (3) Employment history;
- (4) Individual financial information; and
- (5) Proprietary or trade secret information.

Counsel are strongly urged to share this notice with all clients so that an informed decision about the inclusion of certain materials may be made. If a redacted document is filed, it is the sole responsibility of counsel and the parties to be sure that all pleadings comply with the rules of this court requiring redaction of personal data identifiers. The Clerk's Office will not review each pleading for redaction.
